

## Program Tuition Refund Policy

### **Tuition Refunds for Class Cancellation**

If a class is cancelled by Berks Career and Technology Center, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and fees be refunded. Refunds of pre-paid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

### **Tuition Refunds for Students who Withdraw On or Before the First Day of Class**

If a student fails to commence class or withdrawals from class on the first day of school, the school will retain no more than \$100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first \$100 be refunded. Refunds of pre-paid tuition and fees in excess of \$100 occur automatically and shall be made within 30 days of the planned start date of the class.

### **Tuition Refund Schedule**

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies beginning on the first full day of class.

Withdrawal during the first 7 calendar days of the payment period	- 75%
Withdrawal during the first 7 calendar days but within the first 25% of the payment period	- 55%
Withdrawal after 25% but within 50% of the payment period	- 30%
Withdrawal after 50% of the payment period	<b>- no refund</b>

Refunds will be made on tuition charges for each payment period once a student is determined to be withdrawn from Berks Career and Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Any refunds will be made within 30 days after withdrawal date is determined.